



**MBE/WBE and Small Business Enterprise
Procurement Program Advisory Committee Meeting Minutes**

**Regular Meeting
Tuesday, April 1, 2014**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, April 1, 2014 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Chair Ed Lowenberg called the Board Meeting to order at 5:40 p.m.

Board Members in Attendance:

Ed Lowenberg, Anne Harutunian, Channy Soeur, Regina Adams, Schiller Liao, Sheri Marshall

1. APPROVAL OF MINUTES

The minutes for the regular meeting of February 4, 2014 were approved on Committee Member Sheri Marshall's motion, seconded by Anne Harutunian, on a 5-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

Joy Pecoraro, The Texas Pros, spoke to the Committee regarding SMBR, marketing and outreach and changes to the MBE/WBE Procurement Program policy items.

Cloteal Haynes, member of the Austin Area Black Contractor Association, spoke on processes utilized to prepare and deliver bid opportunities to certified firms.

Carol Hadnot, Austin Area Black Contractor Association, provided information on the Disparity Study Kickoff meeting.

3. NEW BUSINESS

- a. Presentation from Trammel Crow, Green Water Treatment Plant, regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their agreement with the City

Bryan Embrey of Trammell Crow Company, Cloteal Haynes of Haynes Eaglin Waters LLP, and Robert Smith, Kamecia Lambert and Robyn Calvery of Balfour Beatty Construction provided the Committee with an update on the project and responded to questions.

Fred Evins, Economic Development Department Project Manager, responded to questions from the Committee regarding incentives incorporated into this development.

4. OLD BUSINESS

- a. Monthly Update from the Weatherization Committee

Anne Harutunian provided an update on the Weatherization Committee's activities.

- b.** Update from staff regarding parameters of requirements on local preference in government procurement

Rosie Truelove, Contract Management Department Director, provided a briefing on requirements on local preference in government procurement.

- c.** Update from staff on status on potential financial and payment assistance options for small businesses and minority- and women-owned businesses (MBE/WBEs) in accordance with Council Resolution No. 20131024-055

Veronica Lara, SMBR Director, and Debra Dibble, SMBR Assistant Director, provided updates to the Committee regarding staff. The options have been split amongst two working teams, internal to be headed by Ms. Lara and external to be headed by Ms. Dibble. Ms. Lara has formally recused herself from any conversations regarding the efforts by the external working team.

5. STAFF BRIEFINGS

- a.** Monthly report and update from SMBR regarding the Small Business Construction Program (SBCP), Request for Change (RFC) and Council Awards reports.

Debra Dibble, SMBR Assistant Director, provided an update on the SBCP, RFC, and Council Awards reports.

- b.** Monthly report and update from SMBR regarding Third Party Agreement reports.

Debra Dibble, SMBR Assistant Director, provided an update on the Third Party report.

6. AGENDA ITEMS

- a.** Update from staff regarding parameters of requirements on local preference in government procurement
- b.** SMBR Budget Update
- c.** Update from staff on status on potential financial and payment assistance options for small businesses and minority- and women-owned businesses (MBE/WBEs) in accordance with Council Resolution No. 20131024-055
- d.** Monthly Update from the Weatherization Committee
- e.** Presentation from Apple, Inc.
- f.** Presentation from National Instruments
- g.** Disparity Study Update

7. ADJOURN

Chair Ed Lowenberg adjourned the meeting at 7:57 p.m. without objection.